**Instructions for Setting Up Vero Animations on Zoom**

Downloading the Video Files:

1. Download all five of the Vero .mp4 animations from the supplementary files section

Adding Animations to Zoom:

1. Open your Zoom account and start your own personal meeting.
2. On the bottom left corner of the screen near the “Start Video” button, click the small “^” immediately next to the button. Select “Choose Virtual Background…”
3. If not automatically there, go to the “Virtual Background” tab.
4. Next to the “Choose Virtual Background” headline, press the small “+” button. Select “Add Video”.
5. Select one of the animations from your files.
6. Repeat with other video files until all are downloaded into your Zoom backgrounds library.
7. Play around with the animations to familiarize yourself with them!

Using the Animations on Calls:

1. Before the session, change your background to the “Floating- Default” video/image of the Vero. Change your name to “Vero”. Make sure that you have something (e.g. sticky note, or better yet a privacy cover) that completely covers the camera of your computer. You know that it is effective when you can only see the Vero background and not yourself. It can be helpful to activate the “I have a green screen” feature to further reduce “noise.”
2. To select an animation go to the “^” next to the “Start Video” button, then select “Choose Virtual Background”. The “Virtual Background” tab should be open. Select the animation showing the relevant emotion. You can tell which is which by scanning (and not clicking) with your mouse over the icon of the video- the video name should appear.
3. Set “Suppress background noise” in the zoom Audio settings to “medium” or “high”
4. There are five animations to be used as appropriate, whenever your part as the robot warrants a movement. These are:
   1. Floating- Default: this is the default frame of Vero. When not talking or expressing emotions, return to this animation.
   2. Nodding: this one lasts only for a moment, so you can return to the default when done.
   3. Want to Speak
   4. Speaking
   5. Wave: likely used primarily at beginning and end of activities
5. It would be ideal for you to leave your pop out tab with the animations on for the duration of the session to allow for quick switching between animations. You may want to minimize the main screen do that you can view it unencumbered- it doesn’t seem to be possible to minimize the pop out.